



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington, NC 27215



8 December 2019

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: C/2d Lt Sarah Haynes, NCWG CAC Recorder

SUBJECT: CAC Meeting Minutes for 8 December 2019

1. Opening Business

a. Roll Call

- i. C/CMSgt Goncalves (NC-124 Primary)
- ii. C/1st Lt Hoernlein (NC-300 Primary)
- iii. C/1st Lt Perkins (NC-048 Assistant)
- iv. C/MSgt Emaus (NC-124 Primary)
- v. C/Maj Sullivan (NC-048 Primary)
- vi. C/2d Lt Miller (NC-082 Assistant)
- vii. C/2d Lt Nazzaro, Chair
- viii. C/1st Lt Stange, Vice Chair
- ix. C/2d Lt Haynes, Recorder
- x. Maj Hallihan, Senior Advisor

b. Squadron Reports

Each committee chair discussed how they make time available for CAC.

- i. C/CMSgt Goncalves usually works on weekends, but still takes time to prioritize and concentrate on her tasks for the upcoming week.
- ii. C/1st Lt Hoernlein has found finding free time in his day easy, even for phone calls and in-person meetings. For other CAC tasks, he typically works in small 10-15 minute intervals either once a week or whenever he can.
- iii. C/1st Lt Perkins uses a planner on his phone to plan his tasks, schedule enough time for them, and check the tasks off once completed. Through this app, he has been able to get everything he planned finished.
- iv. C/MSgt Emaus orders his tasks by what is most important, then tries to make time to finish the tasks as quickly as possible.
- v. C/Maj Sullivan typically has a lot going on, so she uses Sunday to plan out what she needs to do each day across the next week. She writes down her long list of deadlines, compares it to her free time, and then fills it in accordingly.



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- vi. C/2d Lt Miller has been busy with CAP, JROTC, and work, but he dedicates an hour of time each week for committee work.

2. Old Business

Committee Reports

- a. **Safety and Preparedness Committee:** C/1st Lt Perkins reported that after committee combed through regulations, they developed three goals. First, to make sure cadets are materially prepared for their environment through better communication with Wing level staff regarding squadron level equipment, as well as a mutual aid program between squadrons to share gear with each other. Second, to use the safety policy at each unit, ensure CAPR 160-1 is implemented, and a monthly safety break. An annual safety risk management day would be dedicated to verify compliance on regulations and educate squadron safety officers. Third, they would like to reiterate safety aspects squadron staff may not always recognize, such as automatically signing cadets' forms instead of evaluating the risks and potential injuries that may occur at the event. This could potentially be solved through having an interview with the squadron commander before the permission form can be signed.
- b. **Leadership Committee:** C/1st Lt Hoernlein stated that not a lot of progress had been made, but he has sent out an email stating the committee's purpose, as well as an attempt to schedule a conference call. There was not a significant response, so he will reach out again to get the ball rolling. They will focus on reworking the CAP feedback form to increase leadership training for activities or implement a new curriculum.
- c. **Core Values Committee:** C/MSgt Emaus said that his committee is working on improving the character and responsibility of cadets, especially at wing events. Several issues his committee would like to resolve is the use of inappropriate language, values, and bullying. They would like to change the staff participating in such behaviors, as well as cadets' reluctance to report issues. The committee will be focused on two points: the reluctance to report behavior and response to behavior problems. The root issue with reluctance has been identified as cadets feeling outnumbered and fear they will be excluded or picked on if they speak up. Actions to resolve this possibly include the development of a cadet chaplain corp to show cadets they are not alone and will be supported. Second, the committee would like to see clear and concise guidelines for resolving disruptive behavior. These guidelines will create a standard for cadets to follow. The committee's immediate goals are to develop a thesis statement and write an advocacy paper by wing conference.



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- d. **Recruiting and Retention Committee:** C/Maj Sullivan made contact with her committee and has planned to have three conference calls before wing conference. Their research found that over half of the cadets who join CAP do not return for a second year. The committee's current goal is to create a five question survey for phase one cadets addressing topics such as how the cadet heard about CAP, their original interest in joining, and why they have chosen to stay. This will generate solid data for the best proposal results. For recruiting, C/Maj Sullivan will continue talking to cadets commanders across the wing regarding the frequency and productiveness of unit recruiting events, as well as information about the recruiting and retention officer. Solutions to improve cadet retention include assigning each cadet a mentor upon joining the program, getting cadets started on a specialty track to prevent aimlessly promoting through the ranks, and ensuring cadets attend events outside the squadron to get the full CAP experience. The committee is hoping to have their proposal done by the beginning of the January presentation and a final draft by wing conference.
 - e. **Wing Website Committee:** C/2d Lt Miller reported his committee recently held a conference call discussing ideas to improve the draft version of the upcoming wing website. They found the wing website to be well designed, but noticed that squadron websites were not formatted very well. Areas to improve included additional photo galleries, more information about getting to squadron meetings, and a calendar of events. Better communication would prevent cadets from arriving to meetings that are canceled and ensure everyone is up to date with unit activities.
 - f. **Medical Advancement Committee:** C/CMSgt Goncalves mentioned that her committee had a call on November 15 that discussed a medical curriculum, reviewed medical forms, discussed requirements to enroll, and what material would be taught online versus in-person. The committees' goals are to form a seminar and draft for wing conference and to expand the first aid form.
3. New Business
- Open Floor
- a. C/1st Lt Stange requested for each committee chair to send weekly updates to the Top 3 and Major Hallihan every Saturday. The email does not need to be formal, but rather address what the committee has been working on and the next steps it plans to take.
 - b. C/1st Lt Perkins asked what will happen at Wing Conference. Major Hallihan explained that while each conference is different, we will likely have a visiting



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- dignitary. During the dignitary visit, which will be during the CAC timeblock, the CAC will pause and there will likely be a Q&A session followed by the presentation of one committee to show off some of our hard work. The CAC would then return to typical business. The committee that will be presented will be determined based on who is ready to present, has passed through the edit process and how much time will be available.
- c. C/Maj Sullivan pointed out that Recruiting and Retention are two separate topics. Since it was requested by wing, she asked if the proposal should focus on Recruiting, Retention, both topics, or one in particular. Maj Hallihan advised that the best topic is one with a plan. If the answer to the issue is small, attainable, implementable, but only focuses on recruiting, that is fine. A standing committee proposal could be made that addresses either topic.
 - d. Major Hallihan reminded that NCSA applications are open, and Cadet Invest closes on December 31. She also encouraged committee chairs to recruit more members for their committees, as not every cadet is involved with a committee yet. Each cadet should have a job, such as giving them tasking, researching topics, or being the proposal editor. They will naturally rise to more involved roles. Each committee should also set goals. Some identified deadlines are the in-person May and August meetings in place of the February conference. The goals should then be broken down to what must be accomplished each month. If a committee does not have a senior member to assist, one should be found. An invested senior member will show the committee how things work on a higher level, has specific knowledge in the committee's focused area, can advocate to other seniors, and will support the committee by watching it be presented and hopefully passed into action.
 - e. C/2d Lt Haynes added that Wing Conference is an event every CAC cadet should register for, especially committee chairs. However, there is only a limited number of available spots open. According to an email from Wing, over 75% of spots have already been filled. Availability will run out, so she encouraged every cadet to sign up as soon as possible. An additional note is that no cadet needs to stay for the entire weekend. Rather, they can make the Wing Conference a day trip and attend only the CAC meeting portion if they wish.
4. Closing
- a. Next CAC Assemblage: January 12, 2020 Teleconference
 - b. Upcoming Events:
 - i. Dec. 29 -Jan. 4: Joint NC-VA Wing Winter Encampment



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- ii. Feb 7-9: NC WG Wing Conference (CAC Meeting on Feb 8)
- c. Adjournment
The meeting was adjourned at 2047 by C/CMSgt Goncalves and seconded by C/Maj Sullivan.

//SIGNED//

SARAH E. HAYNES, C/2d Lt, CAP
North Carolina Wing CAC Recorder

cc: NCWG/CC
NCWG/CP
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NCWGCAP.org/CP